

Town of Little Creek Council Meeting Minutes for May 2, 2022

The meeting of the Little Creek Town Board was called to order at 7:02 pm by Commissioner Edward Strouse. Pledge of Allegiance was recited by Board members and residents in attendance and a moment of silence was observed. Having observed that all five members of the Board of Commissioners were present at the meeting, Commissioner Theresa May declared to all persons in attendance that there was a quorum and therefore the Town Council was free to conduct business and begin the meeting. Five members of the Board of Commissioner for the Town of Little Creek were in present: Commissioner Ed Strouse, Commissioner Adrienne Hegman, Commissioner Carol Puleo, Commissioner Jason Arrington, and Commissioner Theresa May. Fifteen members of the public were in attendance for the general meeting: Carol Williams, Bill Clark, Scott Bundek, Cheryl Bundek, Judy Hegman, Doug Hegman, Sr., Susan Freese, Clay Crommett, Glenn Gauvry, Ariane Mueller, Penny Gentry, Jim Woznicki, Joanne Sullivan, Angelia Strouse, Sam Gentry, Terry Gentry.

The meeting minutes from the previous month were electronically sent to the incoming commissioners for their review prior to this meeting. All commissioners on the board reviewed the minutes from April 4, 2022, and Commissioner Adrienne Hegman made a motion to accept the minutes received from the secretary/clerk, as written. The motion was seconded by Commissioner Jason Arrington and put to a full board vote where it was passed unanimously.

The Treasurer's report was read aloud by the Treasurer, Adrienne Hegman, to the full assembly. She explained the corrections which had been added from the March report. A motion to accept the report from the April 4, 2022, was made by Commissioner Theresa May and seconded by Commissioner Carol Puleo. When presented for a vote to the full board it was passed unanimously.

Adrienne Hegman stated the pending bills and provided information on what these bills covered. *A breakdown of these bills and the amounts owed can be viewed on the Treasurer's Report for April 2022. The formal motion to pay all the bills was made by Commissioner Carol Puleo. This motion was seconded by Commissioner Theresa May and put to full board for a vote. The Board unanimously passed the motion to pay the current bills.

Committee Reports

- a) Crime Watch – Commissioner Arrington
 - Attended Crime Watch monthly meeting, at Levy Court in Dover, DE
 - Still need a Crime Watch Leader (Captain)
 - Commissioner Arrington submitted a copy of his official Kent County Crime Watch Meeting Report which was available as a handout for all those in attendance.
 - The handout contained the Police Stats of criminal activities reported by law enforcement across the state of Delaware from March 24 – April 27.
 - The report also listed Troop 9's May 6-8 Move over initiative and their replacement of DUI checkpoints with saturation patrols.

- Dover PD attended the Crime Watch Meeting for the first time.
- DNREC Environmental Police report contained a reminder of the burn ban that is in effect from May 1, 2022 – September 30, 2022 and explained the conditions when it is prohibited to burn.
- Commissioner Arrington explained that during a burn ban, grills and fire pits are still ok, but no open burning of any kind.

b) Planning Commission – Carol Williams

- Nothing new to report currently

i.) Fire Department Rezoning – Commissioner Arrington

- The Town of Little Creek is good to proceed with the land use change all the way to the state level
- Need to send out a notice 14 days prior to holding the notice of public hearing about the zoning change
- Date of Public Hearing for land use change is still to be determined

c) Parks and Recreation – Commissioner Hegman

- Report given on the Easter Egg Hunt in April. There was a large turnout of participants and donations of eggs, candy, and prizes for the children. Commissioner Hegman expressed thanks on the behalf of the town for the support and response of the townspeople to make this event happen.

i) Dog Park (Mr. Hegman/Ms Freese/Mr. Courtney)

- The new barrel is in the Dog Park area
- Currently there are 3 trash cans at the Dog Park
- Doug Hegman made leather gaskets for the pumps. He said you must prime the pumps due to slight pressure loss.
- Susan Freese and Judy Hegman will be out of town so the town may need to find someone to fill in for them
- Susan Freese received a \$50 donation from a patron of the Dog Park toward upkeep of the area. She gave the donation to Commissioner Hegman
- One trash can needed a new lid. This has now been replaced. The can needing paint has been painted
- Commissioner Arrington mentioned re-educating patrons who use the park
- Toys are NOT permitted in the park
- The stick box was removed and whomever made it can contact a member of the Board to collect it.

ii.) Spring Cleanup

- Scheduled for Saturday May 7, 2022
- Meet at Townhall
- 10 am start
- Walk through town and cleanup streets, sidewalks, Dog Park, and public areas

iii.) Movie Night

- Summer months of 2022, The Town of Little Creek will host outdoor movie nights in the park once a month beginning in June as a fun way to foster a sense of community
- Dates for movie nights in the park: June 18th, July (TBD), August (TBD)
- Start time will be 8 pm
- First movie night will be sponsored by I.G. Burton of Smyrna, DE
- Second movie night will be sponsored by Little Creek Grill of Little Creek, DE
- Third movie night's sponsor TBD
- Plan is to have 2 movies each movie night. The early show will be a family friendly movie (TBD) and the second will be geared to adults
- Council will provide a treat such as popcorn or snow cones, etc. at the event
- Movie flyers will be posted to announce the date and details for each of these events

iv.) Tree Lighting

- Commissioner Strouse explained the Council's plan to plant a tree in the park, behind the Dog Park, where we can begin holding tree lighting ceremonies. Looking at getting a 10' to 12' Spruce.

d) Code Enforcement – Commissioner Puleo

- The forms to report a code violation or concern are now available online via the Town of Little Creek website. Commissioner Carol Puleo explained how the process works and what to do to report a concern. She also explained that it will be checked regularly.
- The two properties checked by the County have been notified by mail about their violations. The Town is awaiting a response from the individuals responsible for those properties and from County Code Enforcement.
- Two additional properties of concern were mentioned, one for grass needing to be cut and one for trash needing to be removed.
- Commissioner Strouse explained, again, the process involved, and the role played by the Town and the County. Terry Gentry spoke, again, about the house next to hers. It is still out of compliance with the Town Ordinance Codes. Commissioner Strouse mentioned that he would contact the homeowner again to make him aware of lingering concerns.

- e) Rental Properties – Commissioner Puleo
 - Commissioner Carol Puleo and the full Board of Commissioners have been reviewing the town's rental policies.
 - The average rental fee is approximately \$100 in the areas surrounding Little Creek
 - Options:
 - o 3-yr. permit
 - o Home inspections and \$50 per year fee
 - o Reapply every 3 years or home inspections every 3 years (arrange for these inspections and fees associated with them would fall to the property owner).
 - o Fredericka has an extensive process for rental properties. This process includes forms and a requirement for the property owner to attend crime training
- f) Little Creek Fire Company Report (Chief Scott Bundeck)
 - Fire Company voted 3 weeks ago
 - They currently have a 30-year-old piece of fire apparatus whose replacement is about due
 - They learned of 2 increases in price that will occur in September and December of this year
 - Looked at state funding for replacing this piece of equipment
 - Found demo unit and bought it for the Town
 - o Cost \$599,000
 - Applied for grants for electric vehicles and have not heard anything as of the time of this Town Council Meeting
 - The FD will be selling the 1991 engine
 - Building issues:
 - o Drawings have been rendered for the reconstruction of the damaged garage bay
 - o These drawings will be sent to the Fire Marshal for approval
 - The damaged truck should be repaired and returned by Memorial Day Weekend

Old Business

- a) Northern Flood Study (Commissioner Strouse)
 - Commissioner Strouse gave a summary of the meeting from April 22, 2022.
 - The plan is to approach Mark Jarman to ask for permission to access the drainage ditch area behind his father's old house
 - Dovefield (a.k.a. Verdantas) will conduct the study.
 - DNREC contacted Commissioner Strouse about paying for the study and said they would contract the above-mentioned agency to conduct the study once permission was granted.
 - Town walk through (see New Business)

- b) Traffic Calming (Commissioner Strouse)
 - Nothing new to report
 - Continuing to monitor conditions
 - i) Regular Traffic Report
 - Nothing new to report
 - Continuing to monitor conditions
- c) ARPA (American Rescue Plan Act)
 - Compliance paperwork was filed by the required date of April 1, 2022.
 - Addendum allows the funds to be used for town purposes other than those originally designated
 - Next round of funding is due to arrive by the end of May
 - Jordan, with the State, was helpful
 - Man from Leipsic was helpful with information, deadlines, and how to navigate through the forms that needed to be filled out
- d) Trash Contract (Commissioner Strouse)
 - The Town Council would like to pursue having a trash contract for the Town
 - State Commissioner Angel is looking into County trash pickup as an option
 - Would like to poll the residents of the Town, using Survey Monkey, determine number of people interested in being part of town wide trash service
 - Need to get a flyer out to all the residents of town to get addresses to send the survey to
 - Once we know the number of people interested in doing this, we can show the rates for the different companies that could be contracted and decide which one to go with
- e) July and September Council Meeting dates (Commissioner Strouse)
 - The upcoming Town Council Meetings that fall on holidays are in July and September. The Board of Commissioners would like to change those meetings from the first Monday in July and September to the second Monday of those months.
 - The following changes have been made to those meeting schedules and will take place as follows:
 - July's meeting will be held on the 11th and September's meeting will be held on the 12th
- f) Street Lights
 - Waiting for the City of Dover to bring out the replacement (LED) bulbs and switch out the old, antiquated bulbs
 - The Town will pay by the fixture
 - The new bulbs will save about \$700 per year in electricity bill
- g) Website (Commissioner Hegman)
 - Nothing new to report
- h) MuniPay (Commissioner Hegman)
 - The account has been set up and is active, but it needs to be added to the website
- i) Community Partnerships (Commissioner May)
 - Nothing new to report.

New Business

a) CTF for Fire Company (Commissioner Hegman)

- State funding process for the Fire Department has changed, according to Representative Carson
- Rule 12 states the Fire Department can use CTF funding, but it has to go through local Municipality
- The funds are sent first to the local municipality, (Town Council Board of Commissioners), and then those funds are dispersed to the Fire Department.
- Therefore, there will be a large amount of money coming into the “Town” that is designated for the Fire Department’s use.
- Fire Department
 - o 20-year replacement plan: Brush trucks (\$120,000 given from State of DE for this purpose)
 - o Selling current Brush truck

b) Bayshore Byways Grant (Commissioner Strouse)

- Mayor Strouse walked through Little Creek with Commissioner Buckson and DelDOT today. Commissioner Buckson wanted to know what the Town would like done to improve conditions.
- Ann Gravat agreed that Little Creek is a good candidate for a grant.
- The letter of intent has been sent
- Next step, is to write the grant
- Potential Changes:
 - o Change intersection off North Little Creek.
Options: Change the intersections pitch and bend or make a T intersection??
Change Gateway: make space where welcome sign is located to a triangular space
 - o South end of town: Crosswalk by church and at Lowe Street by the store
 - o Widen sidewalks: Include fixing Glenn Gauvry’s sidewalk in the grant
 - o Meeting with Mayor Strouse and Farmers
- Local farmers met with Mayor Strouse and Bayshore Byways to explore traffic calming solutions
- Looked at other styles of signs for speed limit and traveling speed
- Added a flashing light on stop sign at the intersection of North Little Creek Rd and Route 9 (across from Lane’s house)

- c) Parking Lot (Commissioner Strouse)
 - Mayor Strouse introduced his plan to construct a parking lot near the Dog Park.
 - Tried to contact Representative Bonini and could not reach his office.
 - Learned that the email address listed on the website was his personal account and not associated with his office. His listed information will be updated with the correct email address on the website.
 - Representative Bonini was successfully contacted about assistance with funding to put in the parking lot and he has asked the Town to acquire quotes/bids from three different companies for a paved lot at the Dog Park with the following dimensions: 30' wide by 90' long.
 - The iron stakes should still be in the ground from when the survey for the Dog Park was done
 - The work to put in the parking lot will not affect the drainage work that will be done
- d) Miscellaneous
 - Commissioners Strouse and Arrington got file cabinets from State Surplus free of charge for Council use. They are located in Townhall.

Public Comment

- Floor was opened for Public Comment
- Question about road repair was brought up and response from DelDOT was stated. The representative from DelDot, Matthew Lichtensten, explained that DelDOT's response concerning road repair is as follows:
 - o DelDOT will only repair the road if there is a pothole or sinkhole in the roadway. At that point, they would repair the road surface by filling in the hole or removing the asphalt around the affected area and temporarily patching to hole by placing a concrete barrier between the pipe and the road surface. That area would then be resurfaced with a new layer of asphalt to complete the patch.
- Resident Glenn Gauvry said there is no way they [DelDOT] can cover the pipe to patch the road because the pipe is too deteriorated.
- Cavaliers
 - o No permits required for concrete removal, and none filed
 - o Land has not been sold; it is being leased with the option to buy
 - o The people/person who is planning to lease the land intends to use it for boat storage and repair
 - o This intended purpose for that parcel of land is currently out of compliance with LDO
 - o Contact person is Aaron BlackMayor Strouse called Mr. Black because of concerns with the dust being generated at work site
Also, there should be fencing constructed to keep material out of the wetlands

- Banner brackets need to be placed higher on the poles, but the electrical poles will not allow for higher placement
- Dirt from the parking lot construction can be repurposed and can be stored off Carson St.
- Residents can send email requests for what they would like the Council to bring up for discussion

****Note:** The Zoom account is active, and the ground rules for attending Town Council meetings virtually were posted prior to this evening's meeting. This meeting was made available for residents to attend via Zoom. All information needed to attend the meeting virtually was made available to anyone who wished to do so. This meeting was live on Zoom throughout its entirety, however, no one attempted to access the meeting virtually.

Adjournment -

Motion was made to adjourn meeting by Commissioner Jason Arrington and seconded by Commissioner Carol Puleo and put to the full Board for vote. All members having voted "Aye" the motion to adjourn was carried and the meeting was officially ended at 8:35 pm.

Respectfully submitted,

Theresa May

Secretary